

FAST FACTS

Private School Programs

Purchasing Supplies, Materials, and Equipment with Title I Funds for a Title I Private School Program

Title I private school programs are allowed to purchase supplies, materials, and equipment that are reasonable and are required to effectively operate the Title I program.

- Any purchases made with Title I funds are the property of the local public school district.
- The items purchased with Title I funds can only be used on Title I program activities. This means that in a private school setting, anything purchased with Title I funds can only be used by Title I students and Title I staff. These items must be stored in the Title I classroom or in an alternate room designated for Title I only.
- In public schools, Title I purchased supplies may be shared with general education teachers during periods of time in which they are not used by Title I staff and students. This is not allowable in a Title I private school setting. Title I purchased materials, supplies, and equipment are to be used by Title I students and Title I staff only.
- Any purchases under \$750 per item must be coded to object code 600 – Materials and Supplies. Purchases over \$750 per item are to be coded to object code 730 – Equipment.
- Computers and technology related purchases are never considered supplies. They must always be coded to object code 730 – Equipment and must be kept on an inventory.
- Items over \$750 and any items coded as equipment must be tracked on an inventory report. A sample inventory report can be found on the department's website at www.nd.gov/dpi. It is the local school district's responsibility to track the inventory.
- All non-consumable items must be labeled as purchased with federal Title I funds.

Below are examples that would **not** be allowable supply, material, or equipment purchases.

- ✓ The district purchases computers for the Title I private school program. These computers are placed in the Title I classroom, however, are used by non-Title I students after school hours. This scenario illustrates that Title I-purchased computers are being used by non-Title I students and is a breach of Title I law.
- ✓ The district purchases guided reading books for the Title I classroom. Guided reading is also a program used in the general education classrooms at the private school. The Title I-purchased books are stored in a general storage facility accessible by all staff. All staff, private school regular education and Title I, have the ability to use the supplies and materials as needed, however, Title I staff are given priority. This scenario illustrates that Title I-purchased supplies are being stored outside the Title I classroom and used by non-Title I staff and students. This is a breach of Title I law.

Contact Information

If you have questions regarding this Fast Facts, please contact:

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